



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 252, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL
ALL PERSONS CONCERNED**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Ranking for Administrative Assistant I position (Budget Section)

Date: October 04, 2019

1. This Office announces the ranking of qualified applicants for Administrative Assistant I (Secretary I) position for Budget Section of this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:

Prescribed Qualifications

Education: Completion of 2 years college studies or high school graduate with relevant vocational/trade course

Training: none required

Experience: none required

Eligibility: CS Sub-Prof; 1st level eligibility

Required Competencies

Core Behavioral Competencies: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;

Core Skills: Oral Communication, Written Communication and Computer/ICT Skills

Leadership Competencies: Educational leadership, People Leadership and Strategic Leadership

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4. All interested applicants are advised to send their Personal Data Sheet (CS Form 212, Revised 2017) to depedelsalvador.hrmo18@gmail.com on or before **October 9, 2019**. All scanned documents shall be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be BUDGET-ADASI_NAME (e.g. BUDGET-ADASI_Juana D. Cruz).
 - a. Application Letter;
 - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - c. Certificate of Registration/ License or any proof of eligibility;
 - d. Performance Rating for the last three (3) rating periods;
 - e. Updated copy of Service Record;
 - f. Transcript of Records;
 - g. All available and eligible pertinent documents as stipulated in DepED Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (*Just click: Career Opportunities → Selection Line-Up*), shall bring the original copies of the documents they have submitted for the deliberation and interview at the LRMDS Room (LR), tentatively scheduled on **October 29, 2019 (1PM-5PM)**.
6. The Personnel Selection Board (PSB) is composed of the following:

Chairman:	Aliena S. Dajay, Ph.D., CESE OIC-Assistant Schools Division Superintendent
Members:	Rolly B. Labis, Ph.D. SGOD, Chief Education Program Supervisor
	Jeffrey M. Martinez Administrative Officer V
	Helen E. Maasin Education Program Supervisor, NEU-Division Chapter Representative
	Stephanie P. Saligumba, CPA Budget Officer III, Head of Budget Section
Secretariat:	Anna Mae M. Atillo Human Resource Management Officer II
7. Immediate dissemination of the Memorandum to all concerned is enjoined.

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